



PROCESS - REQUEST OF MISSIONARY CREDENTIAL REINSTATEMENT (*revised 1/21/2026 voiding all prior*)

Requesting Reinstatement of Missionary Credentials is not a short process. To request a Reinstatement of Missionary Credentials (if there has been a missed Spring Report of 2 years or more), please complete the following by the 1st Saturday in February (an exception is the International Credential Report which is due by February 28th):

1. Send an email to the Office of the Jurisdictional Supervisor of Women (Connect@WSJWomen.org) to include Candidate's contact information (full name, email, cell phone, address). Note in the body of the email that this is a "reinstatement request for approval" by the Jurisdictional Supervisor of Women and the National Church. Attach the Pastoral Recommendation Form (receive this form from Dean Boyd). [It is important for you to note that the Letter of Recommendation for Reinstatement must come from the Candidates present pastor who has observed her in ministry for at least 2 years. If this requirement has not been met, a special approval must first be requested of the Jurisdictional Supervisor of Women.]
2. Take/pass the ARC Background Check.
3. Take/pass the ARC Online Misconduct Training.
4. Forward to the Office of the Supervisor (Connect@WSJWomen.org) a screen shot of the ARC page showing that both the Background Check and the Online misconduct Training have been taken and passed.
5. Submit \$50 WSJWomen processing fee for reinstatement by cash app to \$WSJWomen.
6. Receive Acknowledgement of Receipt **BY FEBRUARY 1ST** of the:
 - o Emailed contact information and Pastoral Letter of Recommendation for Reinstatement
 - o ARC page Screen Shot
 - o \$50 WSJWomen Processing Fee
7. Take/pass the WSJWomen Course Exam for Deaconess Missionary which will be held on the **1ST SATURDAY IN FEBRUARY** (Dean Katherine Boyd will notify the Candidate of time/location).
8. Submit by **FEBRUARY 28TH BY JOTFORM** the Spring International Report for Deaconess Missionary Credential Card for the upcoming Credentialed Year of October through September.

